

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b> Application Date June 17, 1981 Application Number DHR 81-10		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> Commissioner's Office Office of Fraud & Abuse 618 Ponce de Leon Ave, N.E. Atlanta, Georgia 30334		<b>ARCHIVES AND HISTORY</b> Application Number <b>81-353</b> Date Received JUN 22 1981 Date Completed JUL 9 1981	
<b>2. Person to Contact</b> Mrs. Betty Williams		<b>Working Title</b> Administrative Assistant		<b>Telephone Number</b> 894-5987	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
<b>4. Dates of Series</b> Earliest Jan. 1980 Latest to present		<b>5. Records Series Title (followed by title used in office, if different)</b> Food Stamp Suspected Fraud Suspended Case Files			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <p>The Office of Fraud and Abuse is responsible for making a legal determination on the desirability of initiating a civil or criminal action in regard to the various assistance programs of the Department, including fraud and overpayment in Public Assistance, Medicaid, and Food Stamps; and for coordinating and/or assisting local law enforcement officials in the prosecution of fraud cases.</p>					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining records for suspected fraudulent claims and overpayment (Food Stamp Program) which require an additional holding period. Included are: form 808 (REport of Claim Determination) which shows client's name, address, date of birth, Social Security No., county, case number(s) and previous claim number; date of discovery; reason for erroneous issuance (agency error, client misunderstanding, suspected fraud); summary of circumstances (failure to provide correct or complete information or to report changes in household circumstances); Authorization to Purchase (ATP) card (altered, improperly obtained, issued in duplicate); Local Agency error (s); Criteria for evaluating Claim: whether or not recipient - capable of understanding requirements - informed of and understands responsibility for reporting all changes in income and household composition - questioned regarding all sources of income at time of certification - financially able to repay claim (If not, why?) Action taken; signatures of worker preparing form and county director; State action recommended (initiate or continue nonfraud collection action - place claim in suspension - repayment agreement acceptable - refer to local prosecutor - referred for administrative fraud hearing by Legal Services Officer - comments); Basis of Claim Determination (tables to show actual and correct basis of issuance of coupons for the Food Stamp Program); computer printouts; and, as applicable, copy of subpoena; warrant; and related correspondence. The file is arranged : alphabetically by last name of client					
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? frequent reference while in office					
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) approximately 36 cu. ft.					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. client names shown
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? portions in various County DFCS Offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? selected information from form 808

#### 11. Retention Requirements

The following requires the series to be kept:

- a. State Law \_\_\_\_\_ years.  
b. Statute of limitation \_\_\_\_\_ years.  
c. Federal law \_\_\_\_\_ years.

- d. Audit period \_\_\_\_\_ years.  
e. Administrative need \_\_\_\_\_ 6 years.  
f. Federal retention instructions \_\_\_\_\_ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12.6a Food and Nutrition Service -  
Dept. of Agriculture

to insure that legal questions have  
been settled

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☐ Destroy  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

State Office of Fraud and Abuse

Upon determination that case  
must be placed in suspended  
status, place all papers for  
that particular client in the  
inactive file.

Computer printout (received after June 30 and December 31)

Hold in current files area 8 years; then destroy.  
Earlier destruction is authorized.

Inactive file

Cut off file June 30 and  
December 31 each year;  
transfer to State Records  
Center; hold 6 years; then  
destroy.

County Departments of Family  
and Children Services

Follow the guidelines for  
disposition of client records -  
County DFACS Manual.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Betty C. Williams	6-16-81	Elizabeth W. Crank	6/10/81
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee			6-29-81
Secretary of State/Designee		Carroll Hart	6-29-81
Attorney General/Designee			6-29-81

Recommendations in paragraph  
12 are approved.  
(If disapproved, attach letter  
of explanation.)